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Approved For Release 2002/09/03 : CIA-RDP78-04726A000100120053-8

ER-6-4791

~~CONFIDENTIAL~~

4 January 1954

MEMORANDUM

TO : Deputy Director / Administration

25X1A6D

FROM :

SUBJECT : Authorization for Funds / Purchase of Additional
Filing Equipment

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1. [] has recently received new requirements for filing additional vital materials by the Cable Branch / Office of Collection and Dissemination and the Library Division / Office of Collection and Dissemination. This is a new requirement and it has been estimated that the Cable Branch material (weekly cable receipts from Army, Navy, Air, State, FOA and USIS) will require thirteen (13) additional filing cabinets and the Library material will require four (4) additional filing cabinets. In addition to this, the adequate storage of the normal increase in vital materials being received as a result of inspection of vital documents by officials on 20 November 1954, three cabinets are necessary for added shipments.

2. It is, therefore, requested that you authorize the procurement of twenty (20) additional four-drawer, legal size, steel, fire resistant, three-way combination lock, safe type filing cabinets. Funds in the amount of \$4318.00 should also be authorized for these twenty (20) cabinets, which cost \$215.90 each.

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